

SAMPLE LETTER / EMAIL TO EMPLOYER

PUT YOUR ADDRESS
OVER HERE.

PUT THE DATE HERE

Dear Sir or Madam,

I am a year ten student at Chew Valley School, and during this year we are encouraged to take part in work experience. I am interested in a career as a _____, and so I am writing to you to ask if it would be possible for me to obtain some work experience with your company.

The school has allocated the week of the 20th June to 24th June 2022 as the work experience week. I would really appreciate it if you are able to help me by offering a work experience placement. I can be contacted at the above address, or by email at _____, and my telephone number is _____.

Yours faithfully.

SIGN HERE

TYPE YOUR NAME HERE

NOTES **READ THESE FIRST!**

1. In the gap in the second line put in why you have chosen to apply to them. This may say for example, "I am interested in a career as a carpenter", or perhaps "I am interested in a career working with children" The idea is to show the employer that you really are interested in going to them.
2. If you know the name of the person you are writing to then sign the letter
Yours sincerely.
3. If you have an email address put it in the last sentence, along with your telephone number.
4. You can add any details of relevant experience or interests you may have. I advise you to put this at the end of the first paragraph.
5. IF YOU NEED YOUR LETTER/ EMAIL CHECKED BEFORE YOU SEND IT, YOU CAN ASK YOUR TUTOR, OR MR. HAMMETT TO LOOK OVER IT FOR YOU.

RINGING THE EMPLOYER

If you want to make the first contact by phone, I suggest you say the following type of thing.

"Good morning/afternoon, my name is _____ and I am a year 10 student at Chew Valley School.* I know that in the past you have taken our students for work experience, and I was ringing to ask if I might come to you in June next year. Our work experience week is 20th to 24th June in 2022.

I would be happy to send a letter or email request to you, but I thought I would check if there is a possibility of coming to you first."

* By all means say that you are interested in a career in whatever the company do, such as "I am interested in becoming a graphic designer/childminder/ mechanic/ hairdresser" or whatever.